PIQUA CITY SCHOOLS



**INTERSCHOLASTIC ATHLETIC HANDBOOK**

**Mr. Dwayne Thompson**

Superintendent

**Mr. Rob Messick**

Piqua High School Principal

**Mr. Jeff Clark**

Piqua Junior High School Principal

**Mr. Chip Hare**

Director of Athletics

***Piqua Board of Education Adopted: July 2025 Draft #4***

**Table of Contents**

|  |  |
| --- | --- |
| Introduction | 4 |
| Mission Statement | 5 |
| Goals and Objectives | 6 |
| Program Operations | 7 |
| Participation: Priviledge | 7 |
| Philosophy and Organization of the Piqua Athletic Department |
| Ohio High School Athletic Association | 8 |
| Miami Valley League | 8 |
| Coaching Ethics and Responsibilities | 8 |
| Athletic Job Descriptions | 9 |
| Superintendent | 9 |
| Principal | 9 |
| Athletic Director | 9 |
| Athletic Administrative Assistant | 10 |
| Head Coach | 11 |
| Assistant Coach | 13 |
| Volunteer Coach | 14 |
| Strength Coach | 14 |
| Facility Manager | 15 |
| Game Management Personnel | 15 |
| Procedure for Selecting a Head Coach | 15 |
| Procedure for Selecting Assistant Coaches | 16 |
| Piqua Athletic Council | 16 |
| Individual Sport Offerings (By Season) | 16 |
|  |  |
| Coaching Guidelines |
| General Policies | 18 |
| Accreditation of Coaches | 19 |
| Assemblies | 20 |
| ATOD Proactiveness | 20 |
| Assessment/Evaluation | 20 |
| Athletic Facilities Usage | 20 |
| Booster Clubs | 21 |
| Budget and Purchases | 21 |
| Clinics | 22 |
| Conflicts in Extracurricular Activities | 22 |
| Documentation | 23 |
| Emergency Medical Authorization | 23 |
| Equipment | 23 |
| Fund-Raising | 23 |
| Gym Banners | 24 |
| Hazing | 24 |
| Injury/Accident Procedures | 24 |
| In-Season/Out-of-Season Preferences | 25 |
| Keys | 25 |
| Official School Colors/Nickname | 25 |
| “Open Gyms”/”Open Fields” | 25 |
| Parent Meetings | 25 |
| Passes/Complimentary Tickets | 26 |
| Personnel Recommendations | 26 |
| Postponements/Cancellations | 27 |
| Practices | 28 |
| Public Relations/Promotions | 28 |
| Recognition Nights | 29 |
| Scouting/Mileage | 29 |
| Senior Nights | 29 |
| Sportsmanship | 30 |
| Sports Medicine | 35 |
| Squad Selection | 35 |
| Sunday & Holiday Practices | 35 |
| Supervision | 36 |
| Summer Camps | 36 |
| Texting/Electronic Communication With Students | 36 |
| Student Use of Technoliogy and Social Netwroking Sites | 37 |
| Training Rules/Discipline Codes | 37 |
| Transportation/Cancellation of Bus | 38 |
| Trophies/Trophy Cases | 39 |
|  |  |
| Student-Athlete Guidelines |  |
| Athletic Award System | 40 |
| Attendance | 43 |
| ATOD Policy | 43 |
| Changing Sports in Mid-Season | 44 |
| Competing in Two Sports Within the Same Season | 44 |
| Denial of Participation (Due Process) | 44 |
| Eligibility | 45 |
| OHSAA Regulations | 45 |
| Pre-Participation Exams (Physicals) | 46 |
| Pre-Season Parent Information | 47 |
| Transportation | 47 |
| Vacation Policy | 48 |
| Weight Room | 48 |
|  |  |
| Appendix  | 49 |
|  |  |
| Athletic Code of Conduct (ATOD Policy) |  |
| Emergency Medical Authorization Form |  |
| Pre-Participation Physical Form |  |
| Transportation Permission Forms |  |

**INTRODUCTION**

The athletic program at Piqua High School and Piqua Junior High School is an integral part of the overall education program in the Piqua City Schools.

As with the academic program, we offer levels of competition and strive to be as competitive as possible in those programs while maintaining a caring and positive nature with students.

In addition to instilling a winning attitude and providing our athletes the desire to gain a competitive edge, we also want to stress the importance of good sportsmanship by all parties involved. Moreover, we want our athletes to follow not only the letter... but also the spirit... of the rules.

It is our belief that through diligent perseverance, hard work, and sacrifice, both on the part of coaches and the athletes, we can be competitive and successful in our endeavors on and off the playing fields/courts/course/pools.

This handbook has been prepared in order to give direction and definition to the athletic program in the Piqua City School District.

**THE MISSION STATEMENT OF**

**THE PIQUA CITY SCHOOLS**

**ATHLETIC DEPARTMENT**

**"To cultivate an environment where student-athletes can achieve their fullest potential, both academically and athletically, and to create positive experiences that will lead them to success in the next phase of their life."**

Our athletic department will:

 Maximize participation, offering the educational benefits of interscholastic competition to as many students as can be efficiently and properly supported.

 Maintain the best possible facilities and qualified staff.

 Offer a variety of athletic activities tailored to student interests and needs, within budget and facility constraints.

 Prioritizethe physical welfare and safety of all participants and spectators.

**Statement of Purpose**

The Piqua City Schools Athletic Department believes our interscholastic athletic programs, along with their supporting initiatives, serve to:

* Offer girls and boys with interest and ability in sports an outlet to express these talents.
* Provide an opportunity to learn crucial life lessons inherent in athletics, such as:
	+ Discovering that many limitations, both physical and mental, can be conquered.
	+ Developing the ability to accept limitations that cannot be overcome.
	+ Experiencing the positive experiences of teamwork alongside individual accomplishments.
	+ Learning to accept both victory and defeat gracefully.
	+ Acquiring physical skills and good health habits that offer lasting benefits beyond high school athletic endeavors.

While developing a desire to win, the Piqua Athletic Department believes these valuable lessons are often most effectively taught in a winning atmosphere.

Our department encompasses both middle and high school students, and each sport program must demonstrate clear articulation from one level to the next. To achieve this, it's essential that every head coach collaborates closely with the athletic director and building principals.

Ultimately, Piqua athletic programs are a means to the end in developing well-rounded individuals; they are never an end in themselves.

**Goals and Objectives**

The goals of the Piqua Athletic Program are to:

* Maximize participation in interscholastic competition that provides multiple educational benefits.
* Maintain superior facilities and a highly qualified staff.
* Offer a diverse variety of sports activities to meet student interests.
* Ensure our program supplements, rather than substitutes for, physical education classes.
* Prioritize the physical welfare and safety of all participants.
* Develop positive, lasting relationships among teammates and coaches.
* Create memorable and enriching experiences for all student-athletes.

The objectives of the Piqua Athletic Program are to develop:

Understanding & Appreciation:

* A deep understanding and appreciation for the value of athletics.
* Insight into why athletics are an integral part of the school experience.

Personal Growth & Life Skills:

* Improved health and fitness.
* A strong desire to succeed and excel.
* The ability to lead effectively.
* Skill in handling both success and failure gracefully.
* Self-discipline and emotional maturity.
* Increased self-confidence.
* Enhanced social competence.

Values & Character Development:

* An understanding of why guidelines and rules are necessary.
* Respect for the rights of others and for authority.
* A strong sense of fair play and sportsmanship.
* The ability to think both as a group member and as an individual.
* Learning to be a great teammate, whether winning or losing.
* The value of striving for and achieving group goals.

Skill Development & Future Readiness:

* Improved motor skills.
* Skills, interests, and knowledge that contribute to a more productive and enjoyable life, both now and as an adult.

**PIQUA ATHLETICS “CORE COVENANTS”**

* Build “teamsmanship” from within.
* Have a strong, competitive work ethic.
* Coaches, Parents, and Student-Athletes ALL serve as role-models.
* Embrace Persistence and Positive Motivation to teach success

**Program Operations**

Head coaches are responsible for overseeing their entire athletic program, ensuring their philosophy and style permeate every level. They will work with all program coaches to develop a cohesive style of play and overall program direction. These parameters must always align with the broader philosophy and goals of the Piqua City School District.

Head coaches will also collaborate with the athletic director and building principals to establish program parameters. Specific details for each sport are not outlined in this overarching philosophy, as they may vary based on the sport and head coach.

**Participation: A Privilege, Not a Right**

Participation in an athletic program at Piqua City Schools is a **privilege**, not a right, afforded to our young people. While we recognize the immense value of athletic participation, we structure our interscholastic athletic program into 2 areas:

* **Middle School Interscholastic Athletics:** The next step is middle school interscholastic athletics. Participation here is not universal, but it remains a significant learning experience with broader involvement than at the next level.
* **High School (Varsity Level):** At each successive step, greater demands are placed upon our student-athletes, yet the rewards are also greater. At the varsity level, there is no guarantee of playing time. However, every individual athlete on the team should feel like an integral part of that team.

The coaching staff, with approval from building administration, determines the size of their team. While it's true that not every team member will receive equal, or even extensive, playing time, the coaching staff is committed to developing each individual athlete as much as possible.

As team members, athletes must understand their responsibility to work diligently and to sacrifice personal glory for team success and team goals.

It is our department's goal that principals, the athletic director, assistant coaches, and head coaches will work together toward excellence. They will:

1. Offer a quality program to all athletes.
2. Strive to be competitive in all sports.
3. Help each athlete reach their full potential in their sport, always operating within the philosophy and guidelines of the Piqua City School District.

**Ohio High School Athletic Association (OHSAA)**

The Ohio High School Athletic Association (OHSAA) is a non-profit organization that regulates, supervises, and administers interscholastic athletic competition among its member schools. This is achieved by:

* Cooperating with all agencies focused on the health and educational welfare of high school and middle school students.
* Determining the qualifications of individual contestants, coaches, and officials.
* Providing information and materials to facilitate athletic relations among member schools.
* Establishing standards for sportsmanship and competition.
* Protecting schools and students from exploitation.
* Adhering to any other directives from member schools.

The OHSAA's administrative body consists of the Board of Control, District Boards, the Commissioner, and other designated personnel. The Piqua City Schools Athletic Department, and all individuals involved, strictly adhere to all sport regulations set forth by the OHSAA.

**Miami Valley League**

Piqua High School and Piqua Junior High School are proud members of the Miami Valley League. This league is administered by the principals and athletic directors of the member schools, guided by the conference's constitution and bylaws. The League's purpose is to provide wholesome interscholastic athletic competition, promote sportsmanship among its members, and encourage participation in other co-curricular activities.

**Coaching Ethics and Responsibilities**

All individuals who accept a coaching assignment with Piqua City Schools are expected to adhere to and enforce all district policies, rules, and regulations. Every coach's responsibilities include:

* Emphasizing academics as each athlete's primary purpose for attending school.
* Supporting the administration in all established policies, rules, and regulations.
* Supporting all other Piqua coaches and their respective teams.
* Suggesting, recommending, and advising the Athletic Director on matters related to department conduct or improvement. These discussions should always be professional, and final decisions must be accepted and supported.
* Working with the Athletic Director and Principal to minimize school disruptions caused by athletic activities. Programs, rallies, and travel itineraries must have advanced approval.
* Encouraging each athlete to achieve their full potential, both academically and athletically.
* Serving as strong role models on and off the field through personal conduct, written communication, and social media actions.

**Athletic Department Job Descriptions:**

1. **Superintendent**
2. Shall stay informed of athletic policies and procedures.
3. Shall support and interpret athletic policies and procedures to the public.
4. Shall be attuned to the needs both in facilities and staff for an efficient operation.
5. Shall communicate and interpret the athletic policies and programs to the Board of Education.
6. Shall continually make all athletic personnel conscious of Board policy.
7. Shall maintain a perspective of the role, scope, and influence of the athletic program as an integral part of the total educational experience of the youth and community it serves.
8. Shall be responsible for the total school operation including the athletic program through the delegation of authority to the principals, the athletic director and the coaches.
9. **Principal**
10. Shall be held ultimately responsible in all matters pertaining to interscholastic athletic activities involving high school (junior high) and shall fulfill all duties and responsibilities pertaining thereto.
11. Assists in the coordination of all activities, which may be arranged in connection with athletic contests.
12. Insures that all rules of the OHSAA are strictly upheld.
13. Reviews all coaching assignments annually with the athletic director.
14. Determines leave-policy for coaches attending clinics, tournaments, or contests and determine the feasibility of granting early dismissal to athletic teams.
15. Approves early dismissal of athletic teams when necessary to meet contractual obligations.
16. Works with superintendent and athletic director to oversee drug testing policy.
17. **Athletic Director**
18. Reports to the Superintendent, Assistant Superintendent and High School Principal.
19. Provides general supervision for high school and junior high athletic programs, and represents the school in related matters
20. Develops an athletic program that maximizes student participation, considering health, individual student value, and the program's relation to the overall academic program.
21. Cooperates with, advises, and assists head coaches in coaching staff evaluations. Reviews evaluations, adds comments, and forwards them to the Building Principal and Assistant Superintendent for review.
22. Assists the Building Principal in the selection, retention, and promotion of athletic department staff for initial and renewal contracts
23. Coordinates the use of athletic facilities with other departments in the school and the athletic coaches.
24. Plans and recommends maintenance and development of facilities.
25. Recommends the purchase of equipment and materials that support department development.
26. Prepares the athletic budget with the advice and assistance of the Principal, Treasurer and Superintendent.
27. Establishes and monitors expenditures within the definite budget for each sport, in cooperation with the head coach.
28. Supervises all interscholastic activities, builds schedules, hires officials, and secures necessary personnel for efficient contest management.
29. Finalizes transportation for athletic events.
30. Serves as treasurer of athletic funds, supervising all money collected and spent. Maintains necessary records of all monies received and disbursed, and provides financial reports to administration.
31. Organizes and operates the Athletic Department in accordance with OHSAA rules and regulations, the Miami Valley League's Constitution and Bylaws, and Piqua City Schools Board of Education and administrative regulations.
32. Represents and promotes the school district in the community in all matters pertaining to the area of athletics and seeks continued community involvement.
33. Provides leadership, direction, cooperation, and encouragement to all community and school booster organizations.
34. Works directly with the Piqua Indian Athletic Boosters to develop relationships and opportunities for Piqua student-athletes and coaches
35. Coordinates the purchase of all athletic supplies with the respective head coaches. Makes the final decision on purchases of all athletic equipment by coaches.
36. Coordinates and directs the duties of the Athletic Administrative Assistant (Secretary), Athletic Trainer, Equipment Managers, Faculty Managers, and Game Day personnel.
37. The athletic director shall supervise all athletic award nights to ensure all sports are treated equally.
38. Provides professional development opportunities for the coaching staff.
39. Determines the eligibility of all participants in the athletic program.
40. Works with superintendent and lead high school and junior high school principals to oversee drug testing policy.
41. Assumes additional duties as assigned by school administration
42. **Athletic Administrative Assistant (Secretary)**

The athletic assistant serves as an administrative aide to the Athletic Department. The candidate should ideally have a background in interscholastic athletics and possess strong multi-task organizational skills. Among the duties of the position are:

1. Performs administrative support functions for the entire athletic department.
2. Coordinates transportation needs of all athletic teams.
3. Secures and pays contracts for contest officials.
4. Performs pre-season and post season functions such as collecting and finalizing pre-season rosters and confirms post season awards for every team.
5. Preparing accurate rosters for random drug testing for each season.
6. Reconciles all ticket sales and cash proofs, prepares online ticketing options, logs revenues, and completes ticket revenue forms for grades 7-12.
7. Assumes other duties as assigned by the athletic director.
8. **Head Coach**

Head coaches are primarily selected from teachers employed by the Board of Education and must hold proper certification in their assigned teaching area. If a qualified teacher is unavailable, a non-teacher may be employed, subject to **OHSAA Constitution** and **Ohio Revised Code** provisions. The Superintendent recommends nominees to the Board of Education, based on endorsements from the Athletic Director, Principal, and Assistant Superintendent. Head coaches are involved in the same selection process when hiring assistant coaches for their program.

**Key Responsibilities**

The Head Coach is responsible for:

1. Reporting directly to the Athletic Director.
2. Developing a well-organized program for interscholastic competition at all levels.
3. Selecting and organizing a highly efficient staff across all program levels.
4. Promoting goodwill and cooperation among coaches and squad members.
5. Ensuring strict adherence to and enforcement of all OHSAA and Miami Valley League rules and regulations.
6. Planning and supervising all practices and game sessions, ensuring at least one coach is present at all times, including locker room supervision until all athletes have departed.
7. Accompanying and supervising the team on buses to and from all athletic events, unless alternative arrangements are approved. The coach must wait until all athletes have been picked up by their parent/guardian before leaving the facility after events.
8. Maintaining positive public relations with the community, parents, administration, faculty, media, and squad members.
9. Actively supporting the Piqua Indian Athletic Boosters, including participation in fundraising events.
10. Establishing and administering all squad regulations throughout the season.
11. Assuming responsibility for the conduct of players and coaches.
12. Promoting exceptional sportsmanship.
13. Conforming to school policies for ordering and purchasing equipment.
14. Overseeing all assistant coaches, including junior high coaches, and assigning their duties and roles.
15. Collaborating with the Athletic Director on recognition events.
16. Appraising their coaching staff in cooperation with the Athletic Director.
17. Prioritizing the health and welfare of every athlete.
18. Conforming to all policies of the Piqua Athletic Department.
19. Attending all required Athletic Department meetings.
20. Possessing valid coaching certifications and a Pupil Activity Permit as required by the OHSAA and Piqua City Schools.
21. Securing a current background check.
22. Assuming all additional duties assigned by administration

**Seasonal Responsibilities**

**Pre-Season**

* Require physical exams for all participants before tryouts.
* Require all athletes to provide proof of insurance coverage or a signed waiver before starting practice.
* Supervise the issuance of equipment.
* Complete and forward eligibility forms to the Athletic Director as directed.
* Arrange and complete travel itineraries with the Athletic Director.
* Ensure all necessary forms (e.g., rosters, bus transportation requests) are completed and submitted.
* Arrange all facility requests for the season and holidays (e.g., fields, gyms, rooms) with the Athletic Director.
* Review the season's schedule with the Athletic Director.
* Conduct informational meeting(s) with athletes’ parents.

**In-Season**

* Assume responsibility for the enforcement of training regulations for athletes.
* Assume responsibility for the maintenance and storage of equipment.
* Submit publicity material to local newspapers and cooperate with the media.
* Submit program information to the Athletic Director.
* File student accident reports with the Athletic Trainer.
* Submit squad roster information to the Athletic Director.
* Scout other school teams as necessary.
* Submit reports to the Athletic Department regarding the development of the sport program.
* Maintain intra-staff communication at all levels.

**Off-Season**

* Prepare presentations for awards banquets, Booster Club events, and sport assemblies.
* Complete a detailed inventory of supplies and equipment for the entire high school program (9th through 12th grades).
	+ *Junior High coaches are responsible for submitting inventory lists to the middle school athletic director (7th & 8th grades).*
* Determine needs for the next season.
* Prepare requisitions for the purchase of new equipment.
* Complete all required forms to be filed with the Athletic Director (e.g., records, evaluations, awards).
* Meet with the Athletic Director for a post-season meeting.
* Attend clinics when possible.
* Assist individual athletes with college choices as needed.
* Assess, evaluate, and confer with returning athletes for developmental planning.
* Organize and implement the off-season conditioning program with the coaching staff.
* Prepare college information sheets on next year’s seniors.
* Monitor grades/eligibility throughout the school year while promoting academics.
1. **Assistant Coach**

The position of assistant coach is filled based on input from the head coach, Athletic Director, and Building Principal, with a recommendation from the Superintendent to the Board of Education. The assistant coach must meet all provisions of the Piqua Board of Education and the OHSAA, and will be directly responsible to the head coach.

**Key Responsibilities**

An Assistant Coach is responsible for:

* Reporting to the Athletic Director and head coach.
* Attending all meetings scheduled by the head coach.
* Assisting in the administration of the athletic program.
* Demonstrating loyalty to the head coach and to the program.
* Maintaining good public relations with all individuals and groups involved with the program.
* Supporting the Piqua Indian Athletic Boosters.
* Conducting oneself in a professional manner at all times.
* Teaching the values of good sportsmanship.
* Being available for Athletic Department meetings as necessary.
* Working through proper channels and protocol when referring parents or the public to appropriate administrative responses.
* Assuming the responsibilities of the head coach in matters of supervision during the head coach's absence.
* Working with the head coach in selecting and ordering athletic equipment per athletic department purchase policy.
* Assisting the head coach in inventorying and storing all athletic equipment for each varsity sport.
* Repairing equipment and making recommendations for repairs.
* Coordinating the reconditioning of uniforms and equipment.
* Possessing valid coaching certifications and a Pupil Activity Permit as required by the OHSAA and Piqua City Schools.
* Having secured a current background check.
* Assisting with all other duties as assigned by the Athletic Director.

**Seasonal Responsibilities**

**Pre-Season**

* Being in attendance from the first day of practice.
* Assisting with the supervision of practices and games.
* Assisting with the issuance of equipment.
* Assisting in pre-season conditioning as assigned by the head coach.

**In-Season**

* Carrying out the duties assigned by the head coach.
* Assisting the athletic trainer with their duties.
* Scouting other schools’ teams as necessary.
* Observing and communicating with feeder coaches in the program.

**Off-Season**

* Assisting in the collection, storage, and inventory of equipment.
* Assisting with banquet activities.
* Attending clinics when possible.
* Assisting with the off-season conditioning program.
1. **Volunteer Coach**

Any head coach desiring to have a volunteer coach work with a team must secure permission from the Athletic Department. Upon approval, the selected person will be submitted to the Piqua Board of Education for approval. The head coach should discuss the request with the Athletic Director *prior* to the volunteer coach working with the team/staff.

**Key Responsibilities**

A Volunteer Coach is responsible for:

* Reporting to the Athletic Director and head coach.
* Assuming responsibilities as designated by the responsible coach.
* Possessing valid coaching certifications and a Pupil Activity Permit as required by the OHSAA and Piqua City Schools.
* Having secured a current background check.
1. **Strength Coach**

The head strength coach is employed on a nine-month (academic year) basis within the Piqua City Schools' athletic department, reporting directly to the athletic director. This coach's primary responsibility is to coordinate and supervise all activities within the Piqua High School weight room.

**Key Responsibilities**

* Possess expertise in developing strength and fitness skills for adolescent and adult student-athletes.
* Have knowledge of safety and health issues related to strength training management and supervision.
* Create prescriptive strength development programs tailored to individual and team athletic requirements and needs.
* Maintain an accurate and secure inventory of weight room equipment and associated supplies.
* Coordinate with coaching staff to address strength training needs specific to each sport and athlete.
* Develop routine equipment maintenance and safety inspection procedures, and oversee the weight room's security within the complex.

## Facility Manager

The Facility Manager arranges for and supervises ticket sales for athletic events and activities related to the athletic department. Candidates for this position are selected based on input from the Athletic Director, Building Principal, and Assistant Superintendent, and recommended by the Superintendent of Schools to the Board of Education.

### Key Responsibilities

* Responsible for securing and selling tickets for all revenue-producing athletic events within the Piqua City Schools.
* Responsible for accounting for all monies received and deposited from athletic event ticket sales.
* Assists event personnel related to ticket sales and gate collections.
* Provides any necessary assistance with game officials, opponents, and spectators.
* Assists with other duties assigned by the Athletic Director.

## Game Management Personnel

The Athletic Director and the Facility Manager will coordinate the assignment of all personnel for game management. The Facility Manager will primarily oversee staff related to ticket sales at revenue-producing events, while the Athletic Director will be responsible for all other personnel necessary for appropriate event supervision. In the Athletic Director's absence, the Facility Manager will serve as the primary point person for all athletic event logistics and operations.

Every effort will be made to utilize Piqua City Schools employees before enlisting non-school personnel. Assigned game management personnel will be compensated at the prevailing rate for their duties.

## Procedure for Selecting a Head Coach

The Assistant Superintendent will determine available teaching positions within the district and initiate the school posting and employment procedures. In coordination with the Principal and the Athletic Director, the Assistant Superintendent will establish application parameters (including acceptance and closing dates), interview timelines, and a tentative selection date. The Athletic Director and Principal will screen all applications and, within established timelines, present candidate(s) to the Superintendent for approval.

## Procedure for Selecting Assistant Coaches

Assistant coaching assignments will be recommended by the Athletic Director and Building Principal, in consultation with the Assistant Superintendent, and ultimately approved by the Superintendent. Input from the respective head coach will be sought during the assistant coach selection process.

## Piqua Athletic Council

The purpose of the Piqua Athletic Council is to improve and maintain open communication among coaches, faculty, administration, and the community. Major policy changes affecting the administration of the Piqua City Schools athletic program may be brought before the Athletic Council for review. The Athletic Council may then make recommendations, via the Superintendent, to the Piqua Board of Education for any necessary changes.

Special meetings can be arranged as needed. All meetings will be coordinated by the Principal and Athletic Director. Meetings will be announced, and agendas provided, at least one week prior to the scheduled date. The Athletic Director will prepare the agenda and chair each meeting.

### Membership to the Athletic Council includes:

* Board of Education Member
* High School Principal
* Middle School Principal
* Athletic Director
* Junior High School Athletic Director (acts as the recording secretary for meetings)
* One Male Sport Head Coach
* One Female Sport Head Coach
* Piqua Indian Athletic Booster Representative

The designated coaches will be appointed by the High School Principal and Athletic Director.

1. **Individual Sport Offerings (by Season)**

The Piqua City School District offers a comprehensive range of sports programs for our high school and junior high students, detailed below by season.

**High School Sport Offerings**

| Sport | Code | Levels Offered |
| --- | --- | --- |
| **FALL SPORTS** |  |  |
| Cheerleading | CL | Varsity, Junior-Varsity |
| Cross-Country (Boys) | BXC | Varsity, Junior-Varsity |
| Cross-Country (Girls) | GXC | Varsity, Junior-Varsity |
| Football | FB | Varsity, Junior-Varsity, JV-B |
| Golf (Boys) | BG | Varsity, Junior-Varsity |
| Golf (Girls) | GG | Varsity, Junior-Varsity |
| Soccer (Boys) | BSOC | Varsity, Junior-Varsity |
| Soccer (Girls) | GSOC | Varsity, Junior-Varsity |
| Tennis (Girls) | GT | Varsity, Junior-Varsity |
| Volleyball (Girls) | GVB | Varsity, Junior-Varsity, JV-B |
| **WINTER SPORTS** |  |  |
| Basketball (Boys) | BBK | Varsity, Junior-Varsity, JV-B |
| Basketball (Girls) | GBK | Varsity, Junior-Varsity, JV-B |
| Bowling (Boys) | BBW | Varsity, Junior-Varsity |
| Bowling (Girls) | GBW | Varsity, Junior-Varsity |
| Cheerleading | CL | Varsity, Junior-Varsity |
| Gymnastics | GY | Varsity |
| Swimming (Boys) | BSW | Varsity |
| Swimming (Girls) | GSW | Varsity |
| Wrestling (Boys) | WR | Varsity, Junior-Varsity |
| Wrestling (Girls) | WR | Varsity, Junior-Varsity |
| **SPRING SPORTS** |  |  |
| Baseball | BB | Varsity, Junior-Varsity, JV-B |
| Softball | SB | Varsity, Junior-Varsity, JV-B |
| Tennis (Boys) | BT | Varsity, Junior-Varsity |
| Track (Boys) | BTR | Varsity, Junior-Varsity |
| Track (Girls) | GTR | Varsity, Junior-Varsity |

Export to Sheets

**Junior High School Sport Offerings**

| Sport | Code | Team Structure |
| --- | --- | --- |
| **FALL SPORTS** |  |  |
| Cheerleading | CL | One 7th & one 8th grade team \* |
| Cross Country (Boys) | BXC | One combined team |
| Cross Country (Girls) | GXC | One combined team |
| Football | FB | One 7th & one 8th grade team \* |
| Volleyball (Girls) | GVB | One 7th & one 8th grade team \* |
| **WINTER SPORTS** |  |  |
| Basketball (Boys) | BBK | One 7th & one 8th grade team \* |
| Basketball (Girls) | GBK | One 7th & one 8th grade team \* |
| Cheerleading | CL | One 7th & one 8th grade team \* |
| Wrestling | WR | One combined team |
| **SPRING SPORTS** |  |  |
| Baseball | BB | One 7th & one 8th grade team \* |
| Softball | SB | One 7th & one 8th grade team \* |
| Track (Boys) | BTR | One combined team |
| Track (Girls) | GTR | One combined team |

* *Note: For 7th/8th grade teams, teams may be intermixed based on participation numbers.*

**COACHING GUIDLINES**

**General Policies**

This section outlines key general policies that guide the Piqua City Schools Athletic Department.

**Accountability for the Program**

Each head coach is given a degree of latitude in directing their program and is permitted to set guidelines and rules. With this autonomy comes the expectation that coaches are accountable for their program and its activities.

**Communication with Student-Athletes and Parents**

Players and parents should feel comfortable discussing any concerns with the coach. Coaches are expected to create an atmosphere that encourages open communication with both players and parents. When complaints or concerns arise, the most effective way to resolve them is at the coach level. While administration is ready to assist when needed, coaches are required to discuss concerns with the Athletic Director and keep them informed of developments within their programs. A proactive approach to communication is expected from all parties.

In addition to training rules, head coaches should distribute their coaching philosophy to student-athletes and parents. The emphasis should continually be on maintaining the crucial Parent-Child-Coach relationship, encouraging parents and student-athletes to primarily communicate directly with the coach.

**Knowledge of and Adherence to OHSAA By-Laws**

All Piqua athletic coaches (head and assistant) are expected to have a thorough knowledge of Ohio High School Athletic Association (OHSAA) Bylaws and Sport-Specific Rules applicable to their sport(s). Coaches are expected to follow all OHSAA directives and operate their programs within the spirit of these regulations at all times.

**Communication with School and Local Community**

Coaches should establish avenues to share their message and philosophy with the community. Communication with fellow professionals at the school, as well as with community members and youth programs, is encouraged, along with approved social media platforms.

**Hiring**

According to law and established practices, the Superintendent makes the final decision in recommending a coaching candidate to the Board of Education for hire. The Building Principal and Athletic Director make the recommendation to the Superintendent. Internally, the Athletic Director is encouraged to use all available resources, including input from the head coach, when making these recommendations.

**Evaluation**

The Athletic Director, with appropriate input from the building administration, will evaluate each head coach. Head coaches will provide input to assist the Athletic Director in evaluating assistant coaches.

Junior High coaches will be evaluated by the head varsity coach, with input from the Building Principal and Athletic Director. The head coach will have an active part in discussing concerns with the Athletic Director and Building Principal regarding junior high staff.

**Non-Renewal**

Non-renewal of a coach will be in accordance with the negotiated agreement and the Ohio Revised Code. Note: All "Community Coaches" are automatically non-renewed at the completion of each one-year contract.

**Accreditation (Coaches)**

Piqua City Schools encourages and supports the professional development of all interscholastic coaches. Beginning with the 2015-16 school year, all Piqua athletic coaches are expected to meet the following requirements as approved by the Piqua Board of Education:

* All Piqua athletic coaches (paid and volunteer) must be approved by the Piqua Board of Education.
* All Piqua athletic coaches (paid and volunteer) are required to produce a valid Ohio BCI and FBI background check.
* All Piqua athletic coaches (paid and volunteer) must provide a valid Pupil Activity Permit and complete all current coaching certifications required by the OHSAA and Piqua City Schools.
* All Piqua athletic coaches (paid and volunteer) must complete the NFHS “Coaching Education” course within 45 days of their hire date by the Piqua Board of Education. Exemptions may only be granted by the Athletic Director, with a specified completion date for the course.
* The Piqua Athletic Director will verify all NFHS course completions and notify the Piqua City Schools Treasurer’s office of such completions.
* All stipend coaches will receive their coaching stipend once all listed requirements have been met and verified by the Piqua Athletic Director.

**Assemblies**

Athletic/Pep assemblies may be requested by the cheerleader coach, student council advisor, or head coach(es). Assembly requests should be arranged through the Building Principal. A **detailed agenda** should be submitted at least 48 hours in advance of the assembly.

**Alcohol, Nicotine and Other Drug (ATOD) Proactiveness**

All athletic coaches will be in-serviced prior to their season regarding their taking a proactive approach to enforcement of the Piqua Drug Screening Policy.

**Assessment/Evaluation**

Each head coach and their respective sport program will be assessed on anannual basis. This evaluation process will incorporate a multi-step routine:

* Development of a “Three Year Plan” (by each head coach).
* Creation of seasonal “Goals and Objectives” (developed jointly by the head coach and athletic director).
* In-season update sessions.
* Administrative observations and feedback opportunities.
* Post-season evaluation meeting.

**Athletic Facilities Usage**

It's the general policy of the Piqua Board of Education to make school facilities available for community use when such use does not interfere with school operations, functions, or events. School organizations, activities, and athletic teams always have priority over outside groups.

All requests for facility usage from non-school groups should be referred to the Piqua City School District Board of Education at 937-773-4321. Rental fees and agreements are established per Board of Education Policy. For requests specifically concerning athletic facilities, the Athletic Department will coordinate with the Board once the initial request is made.

**Booster Club**

The **Piqua Indian Athletic Boosters** is an independent organization dedicated solely to supporting and promoting interest in all Piqua City Schools Athletics. They provide crucial financial assistance to the athletic department and actively assist in various projects that foster cooperation, spirit, and overall support for athletic programs.

**Meetings & Requests**

The Booster Club holds regular meetings. Special meetings may be called by the Booster President or the Athletic Director as needed. While attendance is not mandatory, all athletic coaches are strongly encouraged to support and attend Booster Club meetings.

Any special projects or funding requests for the Piqua Indian Athletic Boosters should be directed through the Athletic Director. The Athletic Director will then present the request to the Boosters or develop an alternative funding plan.

**Budget and Purchases**

The Athletic Department budget is prepared annually by the Athletic Director and reviewed by the Piqua City Schools Treasurer. All budgetary accounts and activities will adhere to the Ohio Revised Code.

The total athletic budget will be based on the gate carry-over balance from the preceding year and projected gate revenue for the coming year. Each sport's appropriation will be based on the detailed budget proposed and submitted by the Athletic Director. The final sport appropriation shall be finalized by the Athletic Director in collaboration with the Treasurer’s office before July 1 of each school year.

Purchases are limited to items essential for the operation of each sport program. The following sequence must be strictly followed for all athletic purchases:

* Head coach obtains written price quotes/bids and submits them to the Athletic Director. Quotes/bids may be obtained from vendors other than the primary vendor agreed upon annually by the Athletic Director.
* The Athletic Director will originate a purchase requisition and purchase order.
* The order is placed by the Athletic Director or the head coach.
* The head coach notifies the Athletic Director when orders are received in their entirety.
* The Athletic Director shall approve all invoices for payment.

Head coaches are responsible for operating strictly within their designated sport budget. They are financially responsible for any purchases that exceed their allocated budget, or for any purchases that have not received prior approval from the Athletic Director or were not properly requisitioned.

For any additional equipment or other sport-specific needs that the Athletic Department budget cannot financially sustain, head coaches should work with the Athletic Director and the Piqua Indian Athletic Boosters (PIAB).

**Clinics**

The Piqua Athletic Department believes that professional development is an essential and vital part of every coach's overall preparation and growth. Coaches and coaching staffs are strongly encouraged to attend at least one clinic annually. The following guidelines apply to clinic attendance:

* The coach must submit a request to the Athletic Director at least three weeks prior to the clinic.
* Request approval will consider available funds within the sport’s budget and the head coach’s approval.
* Reimbursed expenditures (e.g., meals, mileage, fees, hotel stay, registrations) will be strictly according to Board policy and budgetary constraints.
* Receipts must accompany the follow-up clinic report form.
* Submitting a request to the Piqua Indian Athletic Boosters (PIAB) may also be an avenue to assist with clinic expenses.

## Conflicts in Extracurricular Activities

The Piqua Athletic Department recognizes that students should have the opportunity for a broad range of extracurricular experiences. To this end, we will strive to schedule events cooperatively to minimize conflicts. Students, in turn, have a responsibility to actively avoid continuous conflicts. This includes considering participation in only one athletic activity per sport season and being mindful of belonging to too many activities where conflicts might arise. It also means providing advance notification of any potential activity conflicts to all advisors/coaches.

A performance (e.g., athletic event, contest, play, concert) normally takes priority over any practice or rehearsal. When two school events of equal value conflict, the student may participate in the event of their choice without fear of penalty or consequence.

Should a conflict arise, advisors/coaches will meet to collaboratively work out a solution to minimize disruption. If the parties are unable to reach a solution, the Athletic Director and Building Principal will make the final decision based upon:

* The relative importance of each event.
* The importance of each event to the student.
* The relative contribution the student can make.
* Parental input.

Once a decision has been made and the student has followed it, no student penalty will be imposed by any advisor or coach. In some cases, withdrawal from an activity may be suggested.

Additionally, coaches should be alert for other potential school-related scheduling conflicts. Every attempt should be made to avoid scheduling contests on dates that conflict with major school activities, including (but not limited to) Homecoming, Prom Night, National Honor Society Induction, "Top 100 Banquet," etc. An annual district-wide scheduling meeting is held at the conclusion of each school year to address concerns for the upcoming academic year, with the goal of minimizing overlapping activities.

**Documentation**

Documentation is a crucial element in preventing or minimizing future crisis occurrences. A well-written incident report serves as an important tool in this process, enhancing the safety of everyone involved in critical moments. Coaches are expected to be familiar with and adhere to proper documentation procedures.

**Emergency Medical Authorization**

Whenever students participate in an out-of-district school event, the responsible staff member in charge of the event must carry their Emergency Medical Authorizations (per Ohio Revised Code 3313.71.2). All Emergency Medical Authorization forms must accompany each team throughout its season and be returned to the Athletic Office at the conclusion of the season for all levels.

**Equipment**

The issuing, collecting, purchasing, and inventorying of all equipment are the responsibility of the head coach. This duty may be delegated to an assistant coach. The head coach will recommend the purchase of new equipment and the repair/reconditioning of used equipment to the Athletic Director.

Equipment issued to student-athletes is to be worn only at practices, scheduled events, school during a "spirit day," or as specifically directed by the coach in charge. All equipment purchased with Athletic Department funds or donated is the property of Piqua City Schools. No such equipment may be borrowed or otherwise used without the express approval of the Athletic Director.

**Fund-Raising**

Coaches requiring additional funds may organize a fundraiser. The coach must submit a "Fundraiser Request Form" with all appropriate data to the Athletic Director at least two weeks prior to the fundraiser's start date.

Upon approval from the Athletic Director and in coordination with the Piqua Indian Athletic Boosters (PIAB), the fundraiser must meet all established criteria and should generally be completed within a two-week period from its start. Upon completion, a full accounting, along with a completed "sales project potential form," must be provided to the Athletic Director. All monies raised will be deposited into an account with the Piqua City Schools or the PIAB. All fundraising activities must comply with Board policy and state regulations.

**Gym Banners (Team Recognitions)**

Any OHSAA-sanctioned athletic team approved by the Board that wins one of the following championships will have an appropriate recognition banner displayed in the gym. The Piqua Indian Athletic Boosters will assist with the purchase of these banners:

* Miami Valley League Champions
* District Champions
* Regional Champions
* State Finalist or Champions

*(For individual student-athlete recognition of high achievement, please refer to the "Athletic Award System" under "Student-Athlete Guidelines".)*

**Hazing**

It is the unequivocal policy of the Piqua Board of Education that hazing activities of any type are inconsistent with the educational process and are strictly prohibited at all times. No administrator, faculty member, or other school district employee shall encourage, permit, condone, or tolerate any hazing activities. Furthermore, no student, including leaders of student organizations, shall plan, encourage, or engage in hazing.

Hazing is defined as performing any act or coercing another person, including the victim, into an activity that creates a risk of causing mental or physical harm to any individual. Permission, consent, or assumption of risk by an individual subjected to hazing does not diminish the prohibition contained within this policy.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may face disciplinary action and could be liable for civil and criminal penalties in accordance with Ohio law.

**Injury/Accident Procedures**

When a student-athlete is injured in competition or practice, the following protocol is the direct responsibility of the coach in charge:

* Take appropriate steps to ensure the safety and comfort of the injured athlete.
* Notify the athlete’s parents or designee listed on the medical form.
* If the athlete needs to be transported to a medical facility, a coach or responsible adult must accompany and stay with the athlete.
* Complete an accident/injury report with the Athletic Trainer as soon as possible after the incident. A copy of this report should be filed with the Athletic Trainer.
* Doctor or appropriate medical personnel will determine when the athlete may return to activity. For a student-athlete to return to participation, our Athletic Training staff must receive a signed note from a doctor or physician
* Coaches must follow all guidelines related to concussion protocols and blood-borne pathogen prevention.

**In-Season/Out-of-Season Preferences**

In-season sports and club sports will always have preference for facilities over out-of-season sports and club sports. We expect all coaches to work collaboratively to create a schedule that accommodates everyone. The Office of the Business Coordinator will handle and communicate any scheduling conflicts that arise from non-school requests.

**Keys**

The safety of students, staff and district facilities depends on responsible use and security of keys. All athletic-related keys must be signed for and filed with the Athletic Director. All keys must be returned at the end of the season unless other arrangements are made with the Athletic Director. The head coach is responsible for all staff keys and their accountability.

No keys are to be reproduced or lent. Violation of key privileges will result in the immediate return of all keys to the Athletic Office and possible disciplinary actions. Upon a coach's non-renewal, retirement, or departure from the Piqua Athletic Department, all keys must be returned to the Piqua Athletic Office.

**Official School Colors / Nickname**

The official school colors for Piqua athletic teams are Navy Blue and Red. The official district Indian logo must be used at all times. Piqua City Schools is not responsible for paying for any uniforms or game apparel that do not comply with the official school colors or approved school logo unless explicitly approved by the Athletic Director.

The official nickname for Piqua athletic teams is "Indians" or "Lady Indians."

**"Open Gyms" / "Open Fields"**

Coaches may open facilities for unstructured free play provided the activity is supervised by a Piqua City School employee and does not conflict with an in-season facility's use. The supervisor may designate the sport to be played but may not limit participation to a select group of students. Requiring student-athletes to attend such sessions or implying that a student-athlete’s selection to an interscholastic squad is contingent upon participation at the open session is prohibited.

**Parent Meetings**

Each head coach will schedule a pre-season parent meeting for their sport season, in coordination with the Athletic Director. Topics covered at these meetings include (but are not limited to) safety concerns and warnings, eligibility and lettering requirements, discipline and team rules, practice schedules, administrative paperwork details, and the general goals and objectives the coaching staff has for the student-athletes. As essential paperwork will be shared, attendance at these meetings is required for each student-athlete's parent(s) or guardian.

Furthermore, the OHSAA mandates that all student-athletes and parents attend a pre-season information meeting before the start of each sport season in which the respective student-athlete participates.

**Passes / Complimentary Tickets**

This section outlines who is eligible for complimentary access to Piqua City Schools athletic events and how various passes are distributed.

**General Admission Policies**

* Piqua City Schools Employees: Each Piqua City Schools employee is entitled to free admission to all home athletic events, with the exception of tournaments and OHSAA-sanctioned events. Employees must show identification upon request.
* Reserved Football Seating for Staff: All full-time certified and classified employees will have the opportunity to purchase a reserved season football seat at half price.
* Miami Valley League Passes: The Miami Valley League provides administrators' passes for the Superintendent, Assistant Superintendent, Treasurer, each high school and junior high school Principal, school board members, and the Athletic Director. The Athletic Director will distribute individual Miami Valley League sports passes directly to coaches.
* "Courtesy Passes": The Athletic Director will provide a limited number of "Courtesy Passes" to medical personnel, Piqua Indian Athletic Boosters (PIAB) representatives, and other volunteer staff.
* College/University Coaches: College/University coaching staff members wishing to attend contests to evaluate prospective student-athletes will be admitted free of charge upon showing appropriate college/university identification. "Hired Scouts" or those representing scouting or scholarship services will pay the standard admission fee for the event.
* Senior Citizens: Senior citizens holding a Piqua City Schools Pride Pass will be admitted free to any home athletic contest.

**Season Pass Options**

A season sports pass, valid for all Piqua City Schools fall, winter, and spring sporting events, will be available to adults and students for a nominal fee.

**Personnel Recommendations**

This section details the ongoing process of assessing and recommending athletic coaches and outlines the hierarchy for personnel changes within the department.

**Assessment and Recommendation Process**

The assessment and evaluation of each Piqua athletic coach and sport program is an ongoing process. The general sequence for this assessment and recommendation is as follows:

* Pre-Season Conference: The Athletic Director and head coach will hold a pre-season conference to establish goals and parameters for the sport program and the coach.
* In-Season Review: The Athletic Director and head coach will meet periodically throughout the sport season to review the program's goals and parameters.
* Post-Season Evaluations: The Athletic Director and head coach will complete their evaluation within four weeks of the conclusion of the season. The head coach’s evaluation of assistant coaches is due within two weeks following the conclusion of the season.
* Contract Recommendations: The Athletic Director and Principal will be responsible for all contract recommendations to the Superintendent.

**Personnel Change Process**

Individual head coaches may suggest personnel changes (replacing or removing staff) to the Athletic Director. The Athletic Director may then suggest changes to the Principal and Assistant Superintendent. The Principal or Assistant Superintendent may suggest changes to the Athletic Director and Superintendent. The Superintendent will make the final decision regarding personnel changes.

**Postponements / Cancellations**

This policy outlines the procedures for athletic events when school is affected by weather-related cancellations or early releases.

It is the policy of Piqua City Schools that the following protocol be in effect on days of school cancellation due to weather:

* 7th and 8th Grade Contests: All 7th and 8th grade contests are canceled. Practices may be held only with the explicit permission of the school administration. Any such practice is strictly voluntary, and students not attending will not be penalized.
* Early School Release: When school is released early due to weather, all practices scheduled for that night will be canceled unless cleared through the Athletic Director, Principal, and Superintendent.
* Varsity/JV/JVB Contests: Varsity, Junior Varsity, and Junior Varsity B contests may be played upon the mutual consent of the Superintendents of the participating schools. Consideration of existing driving conditions and potential weather conditions will be utilized in this decision.
* Rescheduling: Efforts will be made to reschedule canceled events through the Athletic Director. Miami Valley League events will receive first priority.
* Public Notification: The Athletic Director will be responsible for publicizing any postponements or cancellations through media outlets and appropriate game personnel.

**Practices**

This section outlines requirements for practice scheduling, facility use, and specific guidelines for out-of-school and weather-impacted practices.

All coaches are required to submit a season practice time schedule in writing to the Athletic Director two weeks prior to the start of official practices. In situations where facilities are shared with another in-season sport or activity, the coaches/advisors of these sports/activities will meet first to devise an appropriate schedule of usage.

When changes to the practice schedule are necessary, the Athletic Director and all participants (and parents) should be notified as far in advance as possible. Changes should be kept to an absolute minimum.

**Other Practice-Related Concerns:**

* Generally, any one practice period should not exceed two hours in length.
* Coach(es) are responsible for securing locker rooms/facilities after each use.
* All practices held when school is not in session (weekends, holidays) must be cleared through the Athletic Director.
* No Sunday practices are permitted unless an exception is granted by the Superintendent. If a Sunday practice is granted (e.g., practice before a Monday tournament game), it must be voluntary, and students not attending will face no penalty or consequence.
* "Snow Days":
	+ All Middle School events (practices and contests) are canceled unless cleared by the Superintendent.
	+ High School practices may be held after 12:00 p.m. in "Level 1" weather conditions when cleared through the Athletic Director, Building Principal, or Superintendent.
	+ There will be NO practices during countywide "Snow Emergency" conditions.

**Public Relations / Promotions**

This section defines the responsibilities for publicizing and promoting athletic programs and events.

Publicity surrounding a sport program is the responsibility of the head coach. The Piqua Athletic Department encourages each head coach to promote all levels of their specific program in a positive manner. Results of all contests should be reported to the MVL website, appropriate newspapers, social media platforms, television or radio outlets, and any other relevant Miami Valley League media outlets by the head coach. The student body and faculty/staff should be kept informed of athletic events through PA announcements and appropriate posters. Special publicity or media releases must be approved and released through the Athletic Director.

Promotion of special events (e.g., Homecoming, Senior Nights, Youth Nights) must be coordinated with the Athletic Director. Every effort should be made to schedule these promotions prior to the start of the sport season.

**Recognition Nights**

This section outlines the purpose and format for official athletic recognition events, as well as options for individual teams to hold additional celebrations.

The Athletic Director will establish the dates for the fall, winter, and spring "Recognition Nights." The objective of "Athletic Recognition Nights" is to celebrate our student-athletes’ achievements within each sport season. The Piqua community strongly supports its young people, and we aim to provide appropriate public recognition for their accomplishments.

Any varsity team may opt to hold an additional banquet-style "break-out" presentation, separate from the Athletic Department Awards Night, in addition to attending the main event. The following criteria apply:

* The head coach should inform the Athletic Director of the request.
* The selected banquet night will be on a date separate from the Awards Night.
* The team and coaches requesting a separate banquet are still expected to attend the seasonal Awards Night through the presentation of "special awards."
* The team will be responsible for any financial costs associated with the separate banquet.

**Scouting / Mileage**

This section details the procedures for scouting assignments and the reimbursement process for mileage incurred during scouting or clinic attendance.

Scouting assignments will be determined by each head coach as necessary. Scouts will be supplied all necessary pass arrangements by the head coach. Scouts will be limited to one car per scouting assignment.

Mileage reimbursements for scouting or clinics will be paid in accordance with the current adopted rate established by the Piqua Board of Education. All mileage vouchers must include dates, destination, and miles traveled. The voucher must be signed by the coach/scout, the head coach, and the Athletic Director within two weeks following the last scouting assignment of the season. All mileage reimbursements are budgeted annually per sport and approved by the head coach and Athletic Director

**Senior Nights**

This section outlines the process and format for recognizing senior student-athletes during their final season.

Senior student-athletes within each sport season will have an opportunity to be recognized at one selected "Senior Night" during their sport season. The Piqua Athletic Boosters will provide flowers for the parents of seniors on the designated night. The format listed below will be utilized, and any changes must be approved by the Athletic Director.

* Fall Sports: All fall sports will have Senior Night at a late-season home game.
* Winter Sports: All others: At a late-season home game.
* Spring Sports: At designated events as determined by the respective Head Coaches and Athletic Director.

**SPORTSMANSHIP**

**Philosophy and Guidelines**

The Piqua City Schools District Athletic Department believes that interscholastic athletic competition involving Ohio High School Athletic Association (OHSAA) member schools should be governed by the basic principles of good sportsmanship. This document has been prepared to ensure that all Piqua City participants understand these core principles.

We believe that participation is more important than winning. We also believe that students should be coached to play to the best of their ability and to understand that playing well means playing honorably. The promotion of sportsmanship is the obligation of all school personnel and applies to the behavior of spectators, coaches, and players. An additional component to consider is coaches' ethics; we believe the development of good sportsmanship through ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics.

Therefore, we expect school administrators, coaches, athletes, cheerleaders, parents, and spectators to know and uphold the following fundamentals of sportsmanship:

1. Respect for Opponents: Always demonstrate respect for an athletic opponent and their school. We should treat visiting teams and their supporters as guests and afford them the consideration all persons deserve. Visiting schools, in turn, should respect the property and dignity of their host school and its athletic teams.
2. Respect for Officials: Demonstrate respect for officials at all times. Officials must be assumed to be impartial arbiters who are trained to do their job and can be expected to perform to the best of their ability.
3. Knowledge and Adherence to Rules: All participants should be guided by knowledge of and proper respect for the current rules of the contests. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit, as well as the letter, of the rules.
4. Maintain Self-Control: All participants should strive to maintain self-control at all times. The desire to win should never be accepted as a reason for abandoning rational behavior. All involved must maintain a proper perspective if the potential educational values of interscholastic athletic competition are to be realized.
5. Appreciate Skill: All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognizing an opponent's good performance is a demonstration of generosity and goodwill, which is encouraged in all Miami Valley League (MVL) and OHSAA member schools. For good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during, and after contests.

**COACHES**

Coaches bear a great responsibility for the development of sportsmanship, as they profoundly influence the attitudes and behaviors of players, the student body, and the local community. Coaches must value sportsmanship and teach it through their words and by example.

Therefore, coaches should embrace the following as standards of appropriate behavior:

1. Instruct players in the fundamentals of sportsmanship.
2. Teach the value of conforming to the spirit, as well as the letter, of the rules.
3. Make sportsmanlike behavior a matter of team discipline, with appropriate consequences for team members who display inappropriate behavior. Remind the student body at every opportunity that visiting teams are guests and, as their hosts, they should be polite and courteous.
4. Respect the officials’ judgment and interpretation of the rules.
5. Demonstrate publicly the ideals of good sportsmanship by acts such as shaking hands with officials and opposing coaches before and after contests.

Coaches should avoid the following inappropriate behaviors:

1. Use of profanity.
2. Ejection from contests.
3. Berating players or officials.
4. Inciting spectators or players to inappropriate behavior.

**STUDENT-ATHLETES**

Because student-athletes are admired and respected, they exert a great deal of influence over the actions and behavior of parents, the student body, and other spectators. It is important that student-athletes:

1. Treat opponents with respect, recognizing them as guests and fellow athletes.
2. Shake hands with opponents and wish them good luck when appropriate.
3. Exercise self-control at all times, accepting officials' judgment as their best judgment given what they know and see. Never argue or make hand gestures indicating a lack of respect for officials’ judgment.
4. Accept both victory and defeat with pride and compassion. Congratulate opponents sincerely following either victory or defeat.
5. Seriously accept the responsibility and privilege of representing the school and community.
6. Trust your coach to make the best decision for both you and the team regarding your playing time and team role.

Student-athletes should avoid the following inappropriate behaviors:

1. Use of profanity.
2. Ejection from contests.
3. Berating officials or fellow athletes.
4. Inciting spectators and/or athletes to inappropriate behavior.
5. Leaving the bench area when not competing or becoming involved in any type of altercation.

It should be noted that coaches and student-athletes ejected from any interscholastic athletic contest will be held accountable to the disciplinary procedure outlined in the bylaws of the OHSAA as printed in the Association’s Handbook. Further action beyond this may be invoked by the school administration.

**PARENTS & SPECTATORS**

Parents and other spectators, by their behaviors and reactions, largely determine their school's reputation for sportsmanship. Parents and spectators should be reminded that athletes are friendly rivals as members of opposing interscholastic athletic teams and expect to be treated as such. Parents and spectators should also remember that the contest is between the teams and athletes engaged in the competition, not between their supporters.

It is important that all parents and spectators:

1. Know and demonstrate the fundamentals of good sportsmanship.
2. Respect, cooperate with, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
3. Be positive toward players and coaches regardless of the contest's outcome.
4. Accept the judgment and professionalism of the officials and coaches.

Spectators should avoid the following inappropriate behaviors:

1. Verbal and/or physical abuse of contest officials.
2. Berating athletes, coaches, officials, or other spectators with chants, signs, or cheers.
3. Interruption of contests by throwing objects, entering the area of competition, or becoming involved in disruptive behavior.

We believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. In this spirit, it should be understood that appropriate disciplinary action will be taken when incidents of inappropriate behavior occur. We also recognize the importance of communication and cooperation among school officials when incidents of inappropriate behavior arise. The quality of our athletic program depends upon this mutual respect. We also believe that being proactive is vital to the education of our students and spectators.

**SPORTSMANSHIP - EJECTIONS**

The Miami Valley League (MVL) supports positive behavior at all events. Inappropriate comments, language, and gestures will not be tolerated and are grounds for removal from an event. Administrators, coaches, athletes, parents, or spectators removed or ejected will be reported to the Commissioner. The Commissioner will then notify the member school’s administrative team of the reported removal or ejection.

Those removed or ejected will be required to complete an online sportsmanship class offered by the National Federation of State High School Associations (NFHS) prior to being admitted to a future MVL event. Adults will be required to take the "Positive Sports Parenting" class, while students will be required to take the "Sportsmanship" class.

In addition, coaches and athletes will be required to comply with all OHSAA bylaws regarding ejections. The MVL recommends suspensions be double that of the OHSAA (often a 4-game suspension). All classes are offered for free at [www.NFHSLearn.com](https://www.NFHSLearn.com).

**PARENTAL PROCEDURES FOR REGISTERING A CONCERN**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater positive benefit to children. As parents, when your children become involved in the Piqua City Schools interscholastic athletic program, you have the right to understand what expectations are placed on your child. This begins with clear communication from your student-athlete’s coach.

**A. Communication you should expect from your child’s coach:**

1. Philosophy of the coaching staff.
2. Expectations the coach has for your child, as well as for all members of the team.
3. Location and time for all practices and scheduled contests.
4. Team requirements (e.g., fees, special equipment, off-season conditioning).
5. Procedure should your child be injured during participation.
6. Discipline which results in the denial of your child’s participation.

**B. Communication coaches expect from parents:**

1. Concerns expressed directly to the coach.
2. Notification of schedule conflicts well in advance.
3. Specific concerns regarding a coach’s philosophy and/or expectations.

As your student-athlete becomes involved in the interscholastic athletic programs at Piqua City Schools, they will experience some of the most rewarding moments of their life. It is important to understand that there may also be times when things do not go the way you or your child may wish. At these times, communication with the coach first is strongly encouraged. There are also certain situations that may require a face-to-face conference. When these conferences become necessary, please call the Athletic Director’s office to reach the coach and make the necessary arrangements.

Appropriate concerns to discuss with coaches:

* The mental & physical treatment of your student-athlete.
* Ways to help your student-athlete improve.
* Concerns about the behavior of your student-athlete.

Issues not appropriate to discuss with coaches:

* Playing time of your student-athlete.
* Team strategy.
* Play calling or decision-making.
* The performance of other student-athletes.

Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach, and meetings of this nature do not promote positive resolution. We ask for a 24-hour grace period before meeting.

**PIQUA CITY SCHOOLS PROCEDURE FOR CONSTRUCTIVE CRITICISM**

Constructive criticism of the Piqua City Schools District Athletic Department (and coaches under its guidance) is welcome when it is in the best interests of Piqua student-athletes, when it is motivated by a sincere desire to improve the quality of the Athletic Program, or when it is intended to help the Athletic Department complete tasks more efficiently.

We believe that questions, problems, complaints, and grievances are best handled and resolved as close to their origin as possible. The coaching staff and the Athletic Director should be given the opportunity to consider the issues and attempt to resolve problems first. Therefore, the proper sequence for addressing complaints involving coaches and/or the interscholastic athletic program will be as follows:

1. Appropriate Coach
2. Athletic Director
3. Building Principal
4. Superintendent or Designee

Research suggests that students involved in interscholastic athletic activities during high school have a greater chance for success during adulthood than those students who remain uninvolved. Many of the character traits required to be a successful student-athlete are exactly those that will promote a successful life after high school. We hope the information provided in this handbook makes the involvement of both you and your student-athlete in the Piqua City Schools interscholastic athletic programs less stressful and more enjoyable.

**Sports Medicine**

The Piqua City Schools, in cooperation with the Premier Health Network, provides daily, professional assessment and evaluation for all Piqua student-athletes during the regular sport seasons. This service is provided free of charge to our student-athletes.

However, each family should coordinate and communicate related health issues and concerns through both their personal health-care provider and the school athletic sports medicine personnel. Student-athletes will be seen by the athletic trainer at posted hours throughout the school year, regardless of whether they are currently "in-season" or "out-of-season."

**Squad Selection**

The assigned coach shall select the squad based upon the sport program’s established selection criteria. When "cuts" for selection are necessary, coaches should provide ample opportunity for each candidate to appropriately demonstrate their skills; this typically requires a minimum of three days of tryouts.

Final selection of team members rests solely with each head coach. Coaches who make selections or "cuts" to finalize squad rosters are expected to meet individually with student-athletes to discuss options for improvement and provide a general assessment of skills. No "Cut Lists" are to be posted by coaches to notify squad members of their status unless approved by the Athletic Director.

**Equipment / Uniform Loaning**

All uniforms, practice gear, and associated sport equipment loaned to student-athletes remain the property of the Piqua City Schools. Upon the completion of the respective season and with the direction of the coach, student-athletes shall return all such property in a clean and appropriate condition when requested. Failure to do so will result in the student-athlete's reimbursement for replacement costs to the Piqua Athletic Department.

**Sunday & Holiday Practices**

Sunday and holiday practices or contests are discouraged and are not permissible under any circumstances below the high school level.

Sunday or holiday practices for high school teams may be approved only when unusual circumstances dictate a need. Approval must be granted by the Athletic Director. Any such approved practice is of a voluntary nature, and student-athletes not attending will not be penalized.

**Supervision**

Coaches are required to remain at practice or after games until each athlete has left the premises. Legally, the coach is responsible for the supervision of athletes, not only during practice but also until they depart the premises.

Supervision expectations are the same for planned out-of-season activities (e.g., conditioning, open gyms). Likewise, no athlete should be left unsupervised by a board approved district employee for any reason in the weight room.

**Summer Camps**

Head coaches are encouraged to provide summer/camp experiences for their athletes. Coaches may utilize Piqua athletic facilities for summer instruction of Piqua students with rental fees waived, provided all Board-approved criteria are met. The Athletic Director will assist coaches wishing to conduct summer camps by coordinating dates and facilities. Consideration of each coach’s camp schedule and target group will be given to minimize athlete and facility conflicts.

Coaches who involve their athletes and teams in summer camps and leagues at outside venues assume all responsibilities and costs for such activities.

**Texting / Electronic Communication with Students**

In today's multi-media culture, texting information is common for many of our students. However, as educators, coaches are expected to maintain high levels of professionalism and appropriate behavior in all adult-to-student contact and communication. The following expectations are required of Piqua City School coaches:

* Coaches must use ParentSquare or Final Forms for all communications to student-athletes.
* The text, message, or information should be transparent and accessible to parents.
* All communication must be professional in content and tone.
* Avoid texting individual students via personal cell phone numbers. Text entire teams or groups (e.g., captains, seniors, etc.) instead.
* Information should be limited to "need to know" basics (e.g., time, place, day) and must be directly related to the sport or activity under the coach's charge.
* Employees should be respectful and professional in all communications by word, image, or other means.
* Employees should avoid the use of obscene, profane, or vulgar language on any social media network, or engaging in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory. This includes content that discusses or encourages any illegal activity, the inappropriate use of alcohol, use of illegal drugs, sexual behavior, or sexual harassment. Even if you post information or comments unrelated to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
	+ Posting photographs or documents, regardless of the content, which could be considered offensive to other parties and violate state and/or District rules and policies.
	+ Posting information that is considered proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts) and may violate state and/or District rules and policies.
	+ Posting as a citizen about a non-job-related matter of public concern (e.g., elections, environmental issues) and making comments that negatively affect the District’s effectiveness or efficiency or otherwise disrupt the workplace.
	+ Posting or blogging about personal subjects (e.g., dating, romance, drug or alcohol use).
* Your blog or web page should not contain any references to sexual subjects or contain vulgar or profane language or graphics. If your blog or web page were a movie, it should be rated “G”.
* Any identifiable image, photo, video, or posted online conversation discovered which implicates a student-athlete in a violation of our Alcohol and Drug Policy and Athletic Code of Conduct may be investigated and lead to administrative action.
* Coaches that choose to have a social media site on X, Instagram, or Facebook that have it titled “Piqua Volleyball, Piqua Wrestling” etc….must give all usernames and passwords to the athletic director.

**Student Use of Technology and Social Networking Sites**

No athlete should use electronic mediums to ridicule, berate, or harass coaches, players, officials, or spectators. Student-athletes are responsible for information contained in their written or electronic transmissions (e.g., email) and any information posted on a public domain (e.g., the internet, Snap Chat, Instagram, X, You Tube, or any other social media platform). Inappropriate or embarrassing information or pictures should not be posted in any public domain.

Student-athletes are not prohibited from participating in such online social network sites; however, student-athletes should be reminded that they serve as representatives of Piqua High School (especially when in uniform). Any individual identified on a social networking site who is depicted engaging in illegal or inappropriate behavior will be considered a violation and may be subject to athletic discipline, suspension, or expulsion.

**Training Rules / Discipline Codes**

It is the responsibility of each team's head coach to establish and enforce training rules and consequences for their sport. The Piqua "Athletic Code of Conduct" (ATOD Policy) will take precedence over any individual sport rules, but each coach may structure additional expectations for their program.

A copy of team rules is to be given to each athlete and parent/guardian. There should also be a signed contract on file in the Athletic Office from each athlete confirming their knowledge of the rules prior to participation.

Included in each team’s set of rules should be a reminder that to letter in a varsity sport, the athlete is required to fully complete the season as a member of the squad.

Any student may be suspended or denied participation from an athletic team practice and competition for a period of time, designated by the principal or athletic director, for an infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

**Transportation / Cancellation of Bus**

This policy outlines the procedures and requirements for student-athlete transportation to and from athletic events.

**General Transportation Management**

All transportation for athletic events will be requested through the Athletic Office. Each coach will consult with the Athletic Director prior to the start of their respective season to establish departure and return times for all scheduled dates.

**Required School Transportation**

All transportation to and from away contracted events is the responsibility of the Piqua City Schools and will be provided by the Piqua City Schools. Athletes are required to travel to and from away contests in transportation provided by the Piqua City Schools. Athletes may not transport themselves to or from away contests.

If a special circumstance necessitates an exception, the athlete must request approval from the Athletic Director 24 hours or sooner in advance. Forms are available in the Athletic Office and must be completed and signed by the responsible coach and the athlete’s parent/guardian. The completed and approved form will only be released to the student-athlete by the Athletic Director or Principal.

**Coach Responsibilities on Transportation**

Coaches shall ride the bus to and from the athletic event involving their assigned team. If the head coach cannot ride the bus for a specified reason, they must notify the Athletic Director and decide for an assistant coach to be responsible for supervision on the bus.

Non-participants (those not officially connected with the team) are not permitted to ride the team bus unless approved by the Athletic Director. Statisticians, scorekeepers, and video personnel are considered participants and should be included on the roster for the transportation department.

**Coach Transporting Student-Athletes (Sanctioned vs. Non-Sanctioned)**

Student-athletes will be transported via Board-approved vehicles (bus or school van) at all times for sanctioned, contracted events. The Piqua Board of Education can only assume responsibility under such circumstances. Any driver of such vehicle(s) must meet the requirements and criteria established by the State of Ohio regarding the transportation of students for any school-related activities and events. This includes coaches, athletic trainers, and any other personnel assigned to supervise individuals involved with activities under the name of Piqua City Schools.

**Note:** If a coach chooses to transport student-athletes for NON-sanctioned activities (e.g., summer camps, summer leagues, non-sanctioned workouts, or other competitions), the coach will be doing so on their own liability. This practice is strictly prohibited. Please consider all ramifications before committing to any such action! If a coach is going to transport a student-athlete, the coach must fill out the proper form in the Athletic Office.

**Communication of Changes**

Every effort will be made to notify all parties when changes in transportation are necessary.

**NOTE:** See also "Transportation" under "Student-Athlete Guidelines" for additional student-specific information.

**Trophies / Trophy Cases**

Piqua City Schools takes great pride in the rich sports heritage of all Piqua athletic teams. To appropriately showcase these achievements, championship trophies will be displayed according to the following durations:

* Sub-Championship (2nd, 3rd, "runner-up," etc.): 1 year
* Event Championship (individuals, tournaments, etc.): 2 years
* League Championship: Infinite
* District/Regional Championship: Infinite
* State Championship: Infinite
* Special Recognitions (local, state, national): Varies

Trophy retirements will occur each August. Coaches will be notified of upcoming retirements and will have the option to secure the retired trophies. Unsecured trophies will be removed from cases and placed in storage for one year. Depending on space availability, some trophies may be maintained in cases beyond their standard display period. All final decisions regarding trophies in the trophy cases will be made by the Athletic Director.

**STUDENT-ATHLETE GUIDELINES**

**Athletic Award System**

Piqua athletic awards will be presented according to the following guidelines:

* **VARSITY Awards:**
	+ A student-athlete will receive only one six-inch block “P” letter. This letter will not have any sport emblem woven into it.
	+ All succeeding varsity awards will be a metallic award indicative of the sport in which they successfully meet the requirements.
	+ The second, third, and fourth year awards consist of a gold and silver pin and a plaque.
	+ A senior who has been a faithful member of an athletic squad for three years but failed to meet the necessary requirements to earn a letter may, upon special recommendation of the head coach, receive a varsity “P”. This provision also applies to foreign exchange students.
	+ A manager, statistician, or other team aide may receive a letter at the discretion of the head coach and/or Athletic Director. It's recommended that this letter be presented to those who have provided significant assistance to the athletic program.
* **JUNIOR-VARSITY Awards**: Any student-athlete who is a faithful member of a junior-varsity athletic team, upon recommendation of the head coach, will receive a certificate.
* **FRESHMAN Awards:** Any student-athlete who is a faithful member of a freshman athletic team, upon recommendation of the head coach, will receive a certificate and their graduation year numerals.
* **MIDDLE SCHOOL Awards**: All student-athletes will receive a participation certificate and patch each year.
* **CHEERLEADER Awards:**
	+ A varsity cheerleader member will receive one varsity letter.
	+ All succeeding varsity awards will be a metallic insert.
	+ "Letter" recognition will be per sport season.
	+ Junior-Varsity and Freshman cheerleaders will receive a certificate and their graduation year numerals.

NOTE: All awards will be distributed by the Athletic Director to the respective head coach upon receipt of the "Award Winners" list and a completed inventory list from post-season coach packets. The head coach will receive these awards prior to the banquet date. Each head coach/assistant coach should sign certificates prior to the banquet.

* No awards other than those designated in this handbook shall be given to any student-athlete unless approved by the Athletic Director.

**Minimum Requirements for Winning a Varsity “P” Award:**

* **Baseball**: Participation in one-half of the played innings. Pitchers must participate in one-fourth of total innings played. If the athlete plays a "specialty" position (e.g., designated runner, designated hitter), the coach may submit documentation to support participation in a minimum of 60% of games played by the varsity team.
* **Basketball:** Participation in one-half of total regulation quarters played.
* **Bowling:** Participated in one-half of all varsity matches.
* **Cross-Country**: Finish in the top seven for Piqua and participate in one-half of total meets.
* **Cheerleading:** Participation in practices and contests during the fall and/or winter sport seasons.
* **Football:** Participation in one-half of total regular season quarters played. If on a specialty team, participation in a minimum of five varsity games.
* **Golf:** Participation in one-half of varsity matches.
* **Gymnastics:** Required to be a level 7, 8, or 9 optional gymnasts. Routines must meet level 8 or 9 by December 31st. Must practice an average of three times per week during the season. May only compete in high school competition during the month of February and must compete in two scheduled meets plus the OHSAA District Competition.
* **Soccer:** Participation in one-half of varsity regulation halves played.
* **Softball:** Participation in one-half of the played innings. Pitchers must participate in one-fourth of total innings played. If the athlete plays a "specialty" position (e.g., designated runner, designated hitter), the coach may submit documentation to support participation in a minimum of 60% of games played by the varsity team.
* **Swimming:** Score in 80% of all regular season meets and achieve the required number of “Power Points” in a minimum of two individual events.
* **Tennis:** Participation in one-half of varsity matches played.
* **Track:** Average at least one point per meet for the regular season and participate in one-half the total meets.
* **Volleyball:** Participate in one-half the total games played.
* **Wrestling**: Participate in eight varsity points (matches).

NOTE: Alternative determinations may be recommended by the coach. Such changes must receive the approval of the Athletic Director prior to the start of the season. All team members and parents shall be informed in writing prior to the start of the season of the qualifications to be eligible for an award. The Athletic Director may decide and approve a letter award at the conclusion of the season based on circumstances of an individual athlete's situation or circumstance.

A student-athlete is not eligible for an award if they quit the team prior to the conclusion of the total season. All award winners must finish the season, including post-season events, and be in good standing with the team. The season is interpreted as the period from the first practice session to the conclusion of the awards program.

To receive their award, student-athletes should attend the awards presentation (or receive absentee permission from the Athletic Director).

All junior high sport participants will receive a certificate of participation and a patch. No special awards are presented at the middle school level.

**SPECIAL ATHLETIC AWARDS:**

NOTE: Any change in the number or name of individual sport awards may only be done with the prior approval of the Athletic Director. No coach may arbitrarily adjust, add, or otherwise alter the stated awards without such prior approval.

**Fall Sports:**

* Football: Most Valuable Player, Most Improved Player, Best Offensive Lineman, Best Offensive Back, Best Defensive Lineman, Best Defensive Back, Coach's Award (optional).
* Boys/Girls Soccer: Most Valuable Player, Most Improved Player, Best Offensive Player, Best Defensive Player, Coach’s Award (optional).
* Cross-Country (Girls and Boys): Most Valuable Runner, Most Improved Runner, Coach’s Award.
* Volleyball: Most Valuable Player, Most Improved Player, Best Defensive Player, Best Offensive Player, Coach’s Award (optional).
* Girls Tennis: Most Valuable Player, Most Improved Player, Coach’s Award.
* Golf: Most Valuable Player, Most Improved Player, "Mr./Miss Class" Award.

**Winter Sports:**

* Boys Basketball: Most Valuable Player, Most Improved Player, Leading Rebounder, Best Foul Shooter, Most Assists, Coach’s Award (optional).
* Girls Basketball: Most Valuable Player, Most Improved Player, Best Defensive Player, Best Foul Shooter, Leading Rebounder, Coach’s Award (optional).
* Wrestling: Most Valuable Player, Most Takedowns, Most Pins, Most Improved Player, Coach’s Award (optional).
* Swimming: Most Valuable Swimmer, Most Improved Swimmer, Coach’s Award (optional).

**Spring Sports:**

* Baseball: Most Valuable Player, Most Improved Player, Highest Batting Average, Coach’s Award.
* Softball: Most Valuable Player, Most Improved Player, Highest Batting Average, Coach’s Award.
* Boys Tennis: Most Valuable Player, Most Improved Player, Coach’s Award.
* Track (Girls and Boys): Most Valuable, Most Improved, Best Sprinter, Best Field Event, Best Distance Runner, Coach’s Award (optional).

**Conference / District / State Recognition:**

* ALL-MVL: Criteria for selection to All-Miami Valley League teams are listed in the MVL By-Laws. Selection of All-League student-athletes are made by league head coaches at established selection meetings following each sport season. Those student-athletes receiving 1st Team MVL recognition will have their name listed on the All-Conference wall in the high school commons outside the gymnasium.
* ALL-DISTRICT SELECTIONS: Criteria for All-District selections are established by coaching associations and the media, not Piqua High School or the Piqua Athletic Department.
* ALL-OHIO SELECTIONS: Criteria for All-Ohio selections are established by coaching associations and the media, not Piqua High School or the Piqua Athletic Department.

Any student-athlete who earns a varsity letter is eligible to display the letter on an appropriate Piqua varsity letter jacket. The student-athlete may choose where they purchase the jacket and will make their own arrangements for such purchases.

**STUDENT-ATHLETE GUIDELINES**

**Attendance**

The Piqua Athletic Department holds student-athletes to a high standard in both the classroom and their athletic endeavors. We expect our student-athletes to exemplify proper conduct and academic success, in addition to their participation in sports. The Piqua Athletic Department places high expectations on student-athletes' school attendance, which includes punctuality.

Piqua City Schools requires students to attend four periods of the school day in order to participate in any game or practice for their particular sport while in season. Student-athletes are expected to adhere strictly to the school attendance policy. Student-athletes should not incur unexcused absences or unexcused tardiness.

The Piqua Athletic Department reserves the right to address violations of the school attendance policy for unexcused absences and tardiness, which may result in a penalty, including suspension from practices and games.

**ATOD (Alcohol, Nicotine, and Other Drugs) Policy**

A copy of the ATOD Policy is available in the appendix and on the Piqua City Schools website at <http://portal.piqua.org/>.

All Piqua student-athletes (7th through 12th grades) must agree to this policy prior to their involvement with each athletic season. This school board-approved athletic policy impacts choices the athlete makes during their season and out of season of participation. Any additional Piqua Board of Education policy adoption that impacts the general student population will also apply to student-athletes.

The athletic policy is enforceable year-round, including all district holidays and vacations (24 hours per day, 365 days per year).

**Changing Sports in Mid-Season**

A student-athlete who is a member of an interscholastic team may not quit that team following the first regular contracted competition and join any other Piqua interscholastic athletic program during the same season. An athlete’s participation in another school sport may begin upon the completion of the last regular season contest of the sport quit. If a player is dismissed from a squad for disciplinary reasons during a season, they must refrain from participation in other Piqua City Schools’ interscholastic athletic program activities for the remainder of that season.

**Competing in Two Sports within the Same Season**

A student-athlete may participate in two separate school sports that fall within the same season (e.g., Basketball and Swimming) with the permission of both coaches representing their respective sports and the Athletic Director. Practices/games must be planned out in advance of the respective seasons, as the student-athlete will indicate which sport is the primary sport. In addition, participation fees must be paid for both sports.

A student-athlete must select their first priority sport in case of schedule conflicts. This must be reported to the Athletic Director as well as to both head coaches of the sports the student-athlete is participating in.

Non-school activities such as club sports may be permitted while the student-athlete is in season with their school sport, but the school sport must be the first priority. If there is no resolution between the student-athletes and the head coach, the Athletic Director will work with the student-athlete’s parents and coaches on a compromise solution. It should be stated that the school sport is, again, the first priority.

**Denial of Participation (“Due Process”)**

If an athlete is to be denied participation from practices or contests as a result of a violation of training rules, the coach must inform the Athletic Director of this action via email. This form is to be completed and given to the student-athlete, the Athletic Director, and the Principal.

The student-athlete has the right to appeal such action. The appeal must include at least one parent or guardian with the student-athlete. Signed codes of conduct/training rules must be on file in the Athletic Office. The appeal will be made to an Athletic Appeal Board comprised of the Athletic Director and one administrator. The appeal must be made within five days of the coach’s notification of denied participation.

On matters of denial of participation related to school discipline violations (e.g., truancy, suspensions), the board-approved protocol and procedures will apply.

**Eligibility**

See “OHSAA Regulations”. Eligibility requirements are clearly defined in the Ohio High School Athletic Association Constitution and Bylaws. Ultimately, the understanding and acknowledgement to meet all eligibility requirements falls upon the student-athlete and their parent/guardian.

**OHSAA Regulations**

The eligibility standards for the OHSAA have been adopted by member schools and were accepted by the Piqua City Schools upon becoming a member of the OHSAA

**PIQUA CITY SCHOOL DISTRICT ACADEMIC ELIGIBILITY REQUIREMENTS**

**High School Eligibility**

To be academically eligible to participate in interscholastic athletics at Piqua High School, all student-athletes are required to meet a two-fold standard:

1. OHSAA Academic Requirement: The student-athlete is required to pass five one-credit classes (or the equivalent) during the preceding grading period to participate in the subsequent grading period. This means a student-athlete must pass five one-credit or one-credit equivalent classes each quarter to maintain academic eligibility. Physical education courses, because they are one-quarter credit courses, do not count towards calculating a student’s academic eligibility. According to OHSAA regulations, academic eligibility for fall student-athletes is determined by academic performance during the fourth quarter of the previous school year.
2. Piqua City School District Board of Education Policy: By policy of the Piqua City School District Board of Education, which meets OHSAA requirements, Piqua High School student-athletes may not have more than one failing grade for each grading quarter.

Note: Athletes cannot reestablish academic eligibility through summer school courses to compensate for failing grades received in the final grading period of the regular school year or for a lack of enough courses taken the preceding grading period.

If a student enrolled in high school attains the age of 20 during a given school year, the student shall be ineligible.

Students taking college credit courses must comply with these standards. Please consult your guidance counselor or Athletic Director if you have questions.

**Middle School Eligibility**

To be academically eligible to participate in interscholastic athletics at Piqua Junior High School, all student-athletes are required to meet a two-fold standard:

1. A student enrolling in the 7th grade for the first time is eligible for the first grading period regardless of previous academic achievement. To be academically eligible to compete in interscholastic athletics at Piqua Junior High School thereafter, student-athletes must receive passing grades in 5 of their subjects and may not have more than one failing grade.
2. By policy of the Piqua City School District Board of Education, which meets OHSAA requirements, Piqua High School student-athletes may not have more than one failing grade for each grading quarter.

**Residence**

A student is eligible at the school located in the Ohio school district where the parent or legal guardian resides, provided all other eligibility standards are met. If your parent/legal guardian lives outside Ohio, you are not eligible unless you meet one of the exemptions to the residency bylaws. When there has been a change in custody, the student must reside in the same school district as the legal guardian.

**Instructional Programs**

Camps, clinics, workshops, etc., that involve team play may be attended only from June 1st to July 31st. "Team play" is defined as any activity involving more than one player opposing another player. There is no limit on the number of players from the same school participating on the same team during this June 1st to July 31st period. An athlete may have no instructional contact with the school coaching staff except during the season of the sport or for 10 days between June 1st and July 31st.

**Non-Interscholastic Participation**

Participation by an athlete in a non-interscholastic program (including tryouts, practice, or contests) while concurrently a member of a school squad in the same sport is PROHIBITED. An athlete officially becomes a member of a squad by participating in an interscholastic contest (scrimmage, preview, or regular season contest).

Exception: In individual sports, an athlete may practice and try out for a non-school team but may NOT compete in a contest.

**Additional OHSAA Information**

Additional information on OHSAA by-laws can be found at: [www.ohsaa.org/general/about/Bylaws.pdf](https://www.google.com/search?q=https://www.ohsaa.org/general/about/Bylaws.pdf)

**Pre-Participation Exams ("Physicals")**

OHSAA medical and parent consent forms are required of all interscholastic participants, cheerleaders/dance team members, and club-sport participants before they may participate in any practice or interscholastic event. Each coach is responsible for the dispersal and collection of these forms to/from student-athletes, with the original form being filed in the Athletic Office (see "Forms" section; forms are also available on the OHSAA website: [www.ohsaa.org](https://www.ohsaa.org)).

**Pre-Season Parent Information**

The Piqua Athletic Department requires a series of information responses from each student-athlete’s parent/guardian prior to participation in the athletic program. Parents can view and download all materials by going to: <http://portal.piqua.org/>.

The following items must be completed by the parent and then returned to the student-athlete’s coach prior to participation:

* “Parent Sign-off Form”
* “Piqua Athletic Overview”
* “Eligibility Bulletin and Eligibility Guide” from OHSAA
* “Parent Code of Conduct”
* The “Piqua ATOD Policy”
* Physical Form
* Drug Screen Consent Form

Once each document has been reviewed by the parent, the parent and student-athlete must sign off on and return the “Parent Sign-off Form” to the respective coach.

**Transportation**

All transportation to and from away contracted events is the responsibility of the Piqua City Schools and will be provided by the Piqua City Schools. Athletes are required to travel to and from away contests in transportation provided by the Piqua City Schools. Athletes may not transport themselves to or from away contests. If a special circumstance occurs, the athlete must request approval from the Athletic Director 24 hours in advance; forms are available in the athletic office and must be completed and signed by the responsible coach and the athlete’s parent/guardian. The form will only be released to the student-athlete by the Athletic Director or Principal.

The choice of mode of transportation to and from practices ultimately lies with the athlete and their parent/guardian. We strongly encourage athletes NOT to ride with other students or athletes to or from practices. However, if they choose to ride with other students, the driver accepts the responsibility and liability of transportation.

Athletes will remain with their squad and under the supervision of the coach when attending away contests. Athletes who miss the bus are not permitted to participate in the contest unless there are extenuating circumstances as approved by the Athletic Director or Principal. All regular school bus rules apply at all times. Student-athletes are expected to be dressed appropriately for all school-provided transportation.

**Vacation Policy**

Student-athletes and their parents need to understand the commitment involved in participating on an interscholastic team. Coaches should also be considerate of special family events and occasions which may impact a student-athlete’s availability. To maintain this balance between co-curricular and family obligations, the following guideline is to be followed when student-athletes must miss scheduled athletic activity due to vacation:

* The student-athlete must personally contact the coach prior to any vacation that will cause them to miss a practice or athletic event.
	+ Family vacations (student-athlete travels with immediate family members): Before contest participation can resume, the athlete should practice one day for every practice or athletic event missed.
	+ Non-family vacations (student-athlete travels without immediate family members): Before contest participation can resume, the athlete should practice one day for every practice or athletic event missed AND may be withheld from at least one contest.
* Failure to personally contact the coach prior to any vacation may result in a doubling of the above periods of ineligibility and the athlete will be withheld from at least one contest.

Student-athletes are encouraged to take their vacations before their season begins or after the season is completed.

**Weight Room**

Piqua City Schools provides an outstanding weight room facility, available to all Piqua High School student-athletes. This state-of-the-art facility, located in the high school gym, has posted hours that vary by sport season. For the safety and well-being of our students, students are not permitted in the weight room without direct supervision by a Piqua Athletic Department-approved weight room supervisor or coach. Coaches and athletes can arrange specific workout hours and programs by contacting the Strength Coach. **Please note:** For safety and insurance purposes, only individuals directly associated with Piqua City Schools are permitted to use the weight room facility.

 **Athletic Department Contact Information**

* **Athletic Director:** Chip Hare
	+ (937) 773-9577
	+ harec@piqua.org
* **Administrative Assistant:** Jody Toopes
	+ (937) 773-9577
	+ toopesJ@piqua.org
* **Middle School Athletic Director:** Grant Hall
	+ (937) 778-2997 ext. 2317
	+ hallg@piqua.org
* **Athletic Trainer:** Katie Smith
	+ (937) 773-6314 ext. 1102
	+ smithk@piqua.org

**Appendix**